

**BURLINGTON INTERNATIONAL AIRPORT
BOARD OF AIRPORT COMMISSIONERS
MINUTES OF SPECIAL MEETING
May 13, 2020**

DRAFT

[Note: Meeting held by teleconference.]

MEMBERS PRESENT: Jeff Munger
Bill Keogh
Helen Riehle
Tim George
Jeff Schulman

BTV STAFF PRESENT: Gene Richards, Director of Aviation
Nic Longo, Deputy Director of Aviation
Marie Friedman, Director of Finance
Shelby Losier, Director of Ground Operations
Hannah Lumbra, Administrative Assistant
Andrew Laderoute, Marketing Assistant

OTHERS PRESENT: Channel 17

1.0 CALL TO ORDER

Chair, Jeff Munger, called the special teleconference meeting to order at 10:13 AM on May 13, 2020.

2.0 AGENDA

2.01 Approve/Adopt Agenda

MOTION by Bill Keogh, SECOND by Helen Riehle, to approve the agenda as presented. VOTING: unanimous (5-0); motion carried.

3.0 PUBLIC FORUM

There were no comments from the public.

4.0 EXECUTIVE SESSION

MOTION by Bill Keogh, SECOND by Jeff Schulman, to go into Executive Session to discuss a personnel matter. VOTING: unanimous (5-0); motion carried.

Executive Session was convened at 10:15 AM. The regular meeting reconvened following conclusion of Executive Session.

5.0 ACTION REQUIRED

5.01 Director of Aviation Reappointment Memo

The following edits were made to the memo:

- Paragraph beginning “The Board of Airport Commissioners agrees...” – change “agrees” to “feels strongly”.
- In the sentence reading: “Looking forward, while exceptionally challenging times for the industry and region have unfolded...” – rewrite to read: “Looking forward,

while exceptionally challenging times for the industry and region have unfolded due to COVID-19, we are confident that Gene Richards and his team have the skills necessary to navigate through difficult decision making.”.

MOTION by Helen Riehle, SECOND by Tim George, to accept the Director of Aviation Reappointment memo with the edits as noted. VOTING: unanimous (5-0); motion carried.

Staff will incorporate the changes and send each commissioner a copy to sign digitally.

6.0 ADJOURNMENT

There was discussion of future meetings (meetings on hold except for emergency items). The FY21 budget will be discussed at the next meeting and communication to the Airport Commission on sensitive topics will continue. Staff noted the airline industry is going through a significant change and the airport administration is doing its best to maintain what can be maintained. Staff feels the tools are in place to pay the bills and continue functions (cash-on-hand and RANs are in place for this exact reason), but there will be some modifications to the budget. It is hoped to have good news in the near future. The airport team is working hard to secure grants.

Tim George requested financials be sent to the commissioners. Marie Friedman will send the most up-to-date financials and then monthly financials thereafter.

MOTION by Helen Riehle, SECOND by Jeff Schulman, to adjourn the meeting. VOTING: unanimous (5-0); motion carried.

The meeting was adjourned at 10:40 AM.

RScty by tape: MERiordan